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Special Services at Home

Ontario

Ministry of
Community and
Social Services

A funding program to purchase assistance for children who are developmentally handicapped and living at home.





Ontario

Ministry of
Community and
Social Services

Frank Drea, Minister
Robert M. McDonald, Deputy Minister

Cette brochure est également publiée en français.

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The Purpose

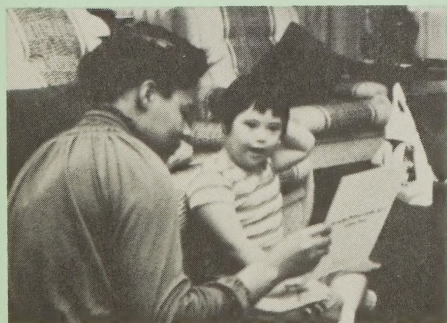
The Special Services at Home program has been set up to help parents whose developmentally handicapped child lives at home with them. The program is intended to provide needed services which are currently not available from any other source. The purpose is to offer realistic options to parents who wish to maintain or re-establish their child at home and in the community.

How the Special Services at Home Program can help

Special Services at Home is a funding program which enables a child to receive equipment and services. The desired results are that the child's development can be aided and the family will be able to function more easily. Use of the fund may include buying special equipment or an assessment of the child's condition. It might also include purchasing the assistance of a person trained in behaviour management or in teaching daily living activities.

Funding from alternative sources might be available for part of the cost of certain equipment and services. If so, it may be possible for the remaining cost to be funded through the Special Services at Home program.

Because each situation is different, requests from parents for a service or equipment will be evaluated individually.



Who May Apply for Assistance?

Parents may apply on behalf of their child. Any child with a documented developmental handicap who is under the age of eighteen years and living at home may be eligible to receive assistance from the Special Services fund.

Special Services Fund

When you are planning to apply for funds to purchase equipment or a service, the following considerations should be made:

- If equipment is required in the following categories: wheelchairs, prosthetics, orthotics, hearing aids, genito-urinary and ostomy drainage supplies, your physician should be contacted first. The Ministry of Health has an Assistive Devices program which covers this equipment and will fund about 75 percent of the cost. If parents require assistance for the remaining 25 percent, an application may be made to the Ministry of Community and Social Services.
- For equipment not funded by the Ministry of Health program, parents should make application to the local area office of the Ministry of Community and Social Services.
- Each area office of the Ministry of Community and Social Services will have available limited resources to fund applications for special services.
- If the request is to be for a special service, it must meet a need that cannot be met in another way.
- The request must also indicate the potential for a beneficial result for the child or the family.





Ministry of
Community and
Social Services

Special Services at Home Program

Application for Special Funds
Under *The Developmental Services Act*
Form 1

Ontario

Instructions: To be completed by parent(s)/guardian(s) (with the assistance of agency staff or any person of their choice, if required) and sent to Ministry of Community and Social Services Area Office. (See list in attached booklet.)
Extra copy is provided as your working/file copy. **Please Print.**

1. Identifying information

Child's surname		Given name		Initials		Date of request (d, m, y)							
Address		street and number		Apt.		City		Postal code					
Child's date of birth (d, m, y)				Sex		Child's phone number							
						Area code		/					
Name of		<input type="checkbox"/> Parent(s) <input type="checkbox"/> Guardian(s)		Surname		Given name		Initials					
Address (if different from child's)													
Home telephone number				Area code		/		Business telephone number					
								Area code					
								/					
Person or Agency assisting in the completion of application													
Name						Telephone number							
						Area code							
						/							
Position						Agency							
Address						street and number		Apt.		City		Postal code	

2. Description of child

a) Please describe the child's present condition in relation to this request. Describe specific condition and behaviours and how these create problems for the child and/or family:

5. Handicapped Children's Benefit

The Ministry currently has a program administered by Adult Services to assist severely handicapped children to live as normal a life as possible at home, in the community, by providing a benefit to the parents to meet the ongoing costs arising from the handicap.

Have you applied for it? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give name of Family Benefits Worker	Office telephone number Area code /
Are you receiving it now? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please comment		

6. What relevant services or programs is your child currently receiving? Please include school program, if applicable.

Signature of Parent(s) or Guardian(s)	Date
Signature of person/agency assisting with the application	Date



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Address		street and number		Apt.		City		Postal code	
Child's date of birth (d, m, y)				Sex		Child's phone number			
						Area code /			
Name of		<input type="checkbox"/> Parent(s) <input type="checkbox"/> Guardian(s)		Surname		Given name		Initials	
Address (if different from child's)									
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Signature of Parent(s) or Guardian(s)	Date
---------------------------------------	------

Signature of person/agency assisting with the application	Date
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This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

b) Has an assessment been completed which relates to these problems and abilities?

Yes

 NO

If no, please explain

If no, please explain _____

Documentation of the child's developmental handicap by a physician or registered psychologist is required. If a copy of this assessment is available, please enclose it or have it sent to us.

	Recommended by	Date
	Approved by	Date

b) Has an assessment been completed which relates to these problems and abilities?

☐

Yes

☐

No

If no, please explain

Documentation of the child's developmental handicap by a physician or registered psychologist is required. If a copy of this assessment is available, please enclose it or have it sent to us.

Applying for Special Services Funds

Two copies of the application form will be found attached to this booklet. Please use one as a work copy and as a record, the other for the submission. The program requires that the child's parents or guardians make the application for funds to the local area office of the Ministry of Community and Social Services.

The decision that your child is developmentally handicapped must be made by a registered psychologist or physician. Be sure to note in the application the need to provide documentation supporting your description of the child's condition.

Services and equipment will be provided only when these are not available from other sources. The ministry will not reimburse parents for equipment or services purchased before the application has been approved in writing by the Area Manager.

If additional forms are required, they may be obtained from the local area office of the Ministry of Community and Social Services.

The Three Key Questions

The most important points on the application refer to (1) the child's present condition, (2) the goals for improvement, and (3) the way that the requested special equipment or service will help the child develop and live more easily at home. These questions may be approached as follows:

- *Describe the situation* – Explain simply and clearly the child's or family's present situation. When describing the present circumstance, explain how it creates a problem or limits the child's potential for development or the family's ability to respond to their child's needs.
- *Outline the goals* – Detail a particular objective such as having the child "dress or feed himself or herself" rather than generally stating that it is hoped "coordination and dexterity will become better".

- *Indicate how the situation will improve* – Describe as fully as possible how the proposed special equipment or service will help to meet the goals described. For example, parents may request funds to purchase the assistance of a specially trained person to help the child with feeding, bathing or getting ready for bed while they respond to the needs of other family members.

For information and assistance, anyone concerned with the needs of the child may contact the local area office of the Ministry about the program and the application process. Parents or legal guardians may complete the application form themselves or with help from an agency, a professional person, or other person of their choice.

A Final Word about the Special Services at Home Program

Parents and guardians always lead with innovative ways to help their children. The Special Services at Home program has been developed as a tool which can be used to assist them in their efforts. It is hoped that its use will increase the potential for additional encouragement and cooperation from the community so that the children will be able to develop and participate more fully in our society.



Ministry of Community and Social Services Area Offices

Children's Services

Northern Region

Sudbury, St. Andrew's Place, 8th Floor,
111 Larch Street, Sudbury, Ont.
P3E 4T5 (705) 675-4544

Thunder Bay, 710 Victoria Avenue,
Suite 301, Thunder Bay, Ont. P7C 5P7
(807) 475-1345

Timmins, 11 Elm Street North, Ground
Floor, Timmins, Ont. P4N 6A3
(705) 267-7901

Southwest Region

Hamilton, 119 King Street West,
7th Floor, Hamilton, Ont. L8N 3Z9
(416) 521-7300

London, IBM Bldg., 5th Floor,
195 Dufferin Avenue, London,
Ont. N6A 1K7 (519) 438-8387

Waterloo, 75 King Street South,
5th Floor, Waterloo, Ont. N2J 1P2
(519) 886-4700

Windsor, 250 Windsor Avenue,
2nd Floor, Windsor, Ont. N9A 6V9
(519) 254-4375

Central Region

Barrie, 70 Collier Street, 4th Floor,
Barrie, Ont. L4M 4Z2 (705) 737-1311

Toronto (Regional Office),
110 Eglinton Avenue West
5th Floor, Toronto, Ont. M4R 2C9
(416) 965-6155

Southeast Region

Kingston, 1055 Princess Street,
Kingston, Ont. K7L 5T3 (613) 547-3450

Ottawa, 2197 Riverside Drive East,
Suite 705, Ottawa, Ont. K1H 7X3
(613) 737-7324

Peterborough, 60 Hunter Street East,
Peterborough, Ont. K9H 1G5
(705) 743-1624

Districts, Counties and Regional
Municipalities According
to Areas

Sudbury, Algoma, Manitoulin,
Muskoka, Nipissing, Parry Sound,
Sudbury

Thunder Bay, Kenora, Rainy River,
Thunder Bay

Timmins, Cochrane, Timiskaming

Hamilton, Brant, Halton,
Hamilton-Wentworth, Niagara

London, Elgin, Haldimand-Norfolk,
Huron, Middlesex, Oxford, Perth

Waterloo, Bruce, Grey, Waterloo,
Wellington

Windsor, Essex, Kent, Lambton

Barrie, Dufferin, Peel, Simcoe,
York

Toronto, Metropolitan Toronto

Kingston, Frontenac, Hastings,
Lanark, Leeds and Grenville,
Lennox and Addington, Prince
Edward

Ottawa, Ottawa-Carleton;
Prescott and Russell; Renfrew;
Stormont, Dundas and Glengarry

Peterborough, Durham, Haliburton,
Northumberland, Peterborough,
Victoria



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